



पी.जी.डी.ए.वी. महाविद्यालय
(दिल्ली विश्वविद्यालय)
P.G.D.A.V. COLLEGE
(UNIVERSITY OF DELHI)

Nehru Nagar, Ring Road, New Delhi-110 065, India
Tel. : +91-11-29832092 E-mail : pgdavcollege.edu@gmail.com
Website : www.pgdavcollege. in

Ref. No. DAV-3630/2023

Advertisement for the post of Non-Teaching Staff

Dated..... 23.02.2023

Reference no. PGDAV/NT/Recruit/2023/01

Online applications are invited from eligible candidates for appointments against the following permanent posts mentioned below. Online application form is available at <https://www.pgdavcollege.in>. Candidates are required to fill the online form and pay the requisite fee. Last date for submission of online form is two weeks from the date of publication of advertisement in Employment news. For more details please visit college website.

Name of the Posts	Pay Scale	Pay Matrix Level	Age	No. of Post(s)	UR	SC	ST	OBC	EWS	PwBD*
Administrative Officer	Rs. 56,100-1,77,500	10	35	1	-	-	-	-	-	1 (HI)
Section Officer	Rs. 44,900-1,42,400	7	35	1	1	-	-	-	-	-
Senior Personal Assistant	Rs. 44,900-1,42,400	7	35	1	1	-	-	-	-	-
Professional Assistant	Rs. 35,400-1,12,400	6	35	1	1	-	-	-	-	-
Senior Technical Assistant (STA)	Rs. 35,400-1,12,400	6	30	2	2	-	-	-	-	-
Senior Assistant	Rs. 35,400-1,12,400	6	30	1	1	-	-	-	-	-
Semi Professional Assistant (SPA)	Rs. 29,200-92,300	5	30	2	2	-	-	-	-	-
Assistant	Rs. 25,500-81,100	4	30	3	2	-	1	-	-	-
Junior Assistant (JACT)	Rs. 19,900-63,200	2	27	6	2	1	1	2	-	-
Laboratory Attendant (Computer)	Rs. 18,000-56,900	1	30	2	1	-	-	-	-	1 (LV)
Laboratory Attendant (Statistics)	Rs. 18,000-56,900	1	30	1	1	-	-	-	-	-
Library Attendant	Rs. 18,000-56,900	1	30	4	1	-	1	1	1	-

Note: All the vacancies are subject to the approval from the UGC.

UR- Unreserved, OBC- Other Backward Classes, SC- Scheduled Caste, ST- Scheduled Tribe, EWS- Economically Weaker Section, PwBD- Persons with Benchmark Disabilities, HI-Hearing Impaired & LV- Low Vision. Candidates applying under PwBD category must have disability of at least 40%. PwBD candidate of any category i.e. UR/SC/ST/OBC/EWS may apply.

Any addendum / corrigendum shall be posted only on the College website.

Krishna Sharma
Prof. Krishna Sharma
प्रो. कृष्णा शर्मा / Prof. Krishna Sharma
प्राचार्य / Principal
पी.जी.डी.ए.वी. महाविद्यालय / P.G.D.A.V. College
(दिल्ली विश्वविद्यालय) / (University of Delhi)
नेहरु नगर / Nehru Nagar
नई दिल्ली-११००६५ / New Delhi-110065

1. Administrative Officer: Pay Level-10

Essential:

Age limit for direct recruitment: 35 years

Good academic record with Master's degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale (5% relaxation in marks for SC/ST/PwD category).

Desirable:

1. At least 03 years of experience in supervisory or equivalent cadre in a Group B post in a government department/ University/ Educational or Research Institution/ Teaching and/or Research experience along with proven administrative capabilities.

2. LL.B or MBA or CA/ICWA or MCA or M.Phil./Ph.D. qualification.

NOTE: All the direct recruits should possess working knowledge of computers.

2. Section Officer: Pay Level-07

Essential:

Age limit for direct recruitment: 35 years

Graduate from a recognized University.

Desirable:

1. Diploma/Certificate of minimum 06 months duration in Computer Application/Office Management/ Secretarial Practice / Financial Management / Accounts or equivalent Discipline.

2. Experience in handling educational administration/General Administration/Purchase/Account & Finance in a University/Research Institution/ Government Department/PSU.

3. Senior Personal Assistant: Pay Level-07

Essential:

Age limit for direct recruitment: 35 Years

1. A Bachelor Degree from a recognized University.

2. At least 03 years of experience working as Private Secretary/ Personal Assistant/ Stenographer/ Executive Assistant/ Executive Secretary in a Government Department/ Universities/ Autonomous Bodies/ PSUs/ Educational Institution recognized by the Government.

3. Skill test norms

(a) Dictation: 10 minutes at an average speed of 100 w.p.m.

(b) Transcription: 40 minutes (English) or 55 minutes (Hindi) on computer.

(c) Computer proficiency viz. Typing Skill, Word Processing, Spread sheet, Internet, E mail communication etc.

Desirable:

1. Degree/Diploma in Computer Application/Science.

2. Diploma in Office Management and Secretarial practice.

3. Knowledge of service rules applicable for Central Government establishments.

Note:

1. The incumbent is expected to provide secretarial support services and other duties as may be assigned. The incumbent will keep the officers free from routine nature of work by mailing correspondence, filling papers, making appointments, arranging meeting and collecting information so as to give the officer more time to devote himself to the work in which the officer has specialized.

2. The incumbent will maintain the confidentiality and secrecy of confidential and secret papers so entrusted. The incumbent will exercise his skill in human relations and be cordial with the person who come in contact with his boss officially or who are helpful to the boss or who have dealings with the boss as professional persons.

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3. Some of the more specific functions are enumerated in the Manual of Office procedure of Government of India.

4. **Professional Assistant: Pay Level-06**

Essential:

Age limit for direct recruitment: 35 Years

1. M. Lib.Sc./M.L.I. Sc. or equivalent OR Master's Degree in Arts/Science/Commerce or any other discipline and B. Lib. Sc./B.L.I.Sc.

2. Computer Science paper at Graduate/PG level or Six months Computer Science course from a recognized/registered institution.

Note: The incumbent is generally expected to undertake the following duties:-

1. To perform under the overall supervision of the In-charge of the cell/unit/section and assisting them in routine work;

2. Membership and Circulation Work: Performing, supervision and of staff; Issuing the No Dues/Clearance Certificates;

3. Acquisition Work: Completing and verification of the bibliographical details of books and other documents before processing the same for purchase and approval by A.L./D.L./Librarian; maintenance of records and correspondence; Receiving books on approval and on confirmed order and bills and checking with purchase orders; Initiating correspondence within the University and with suppliers; accessioning of books whenever required; maintaining the budgetary allocations and reconciliation of accounts with Finance Division; Initiation of notes for advances, adjustments, opening of LC, foreign DD etc.

4. Periodical work: Soliciting suggestions for renewal and inviting/receiving for subscription of periodicals and their processing ' Completing and verification of bibliographical details before placing order for subscription of periodicals and electronic databases' placing orders for subscription of periodicals and electronic databases; maintaining and controlling the budgetary allocations: issuing reminders for non-receipt of loose issues of periodicals; passing the bills for payments; display of loose issues; tendering work for binding of books and periodicals; placing the orders for binding of sets of periodicals

5. Technical Processing work: Classification cataloguing and preparing the data sheets; subject indexing; metadata preparation and content development; editing of cataloguing and classification entries; downloading and uploading data of the processed books; database maintenance and rectification.

6. Maintenance of statistics or various nature; report generation both manual as well computerized.

7. Reference and Referral Work: Attending the Reference queries both and providing information services both for print as well as web-resources; bibliographical services on demand and in anticipation; assisting in the orientation/information literacy and competency programs; Inter-library loan services and maintenance of records; upkeep and development of reference collection.

8. Providing in Internet Access service, attending to e-mails and undertaking the maintenance of the Hardware/software/other peripherals.

9. Performing Opening and Closing work.

10. Secretarial Work: Maintenance of files, records registers, stationery items, consumables required in the cell/unit/section.

11. Stock verification of books, periodicals and other document and permanent store items.

12. Maintenance of legal documents.

13. Maintenance of the Library Buildings.

14. Attending morning, evening and holiday duties as supervisors of shift.

15. Any other job assigned from time to time.

5. **Senior Technical Assistant: Pay Level-06**

Essential:

Age limit for direct recruitment: 30 Years

A Postgraduate degree/B.E./B.Tech in the relevant subject.

OR

Knishw Sharma

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A Bachelor degree in the relevant subject with 02 years of experience as Technical Assistant or Scientific Assistant or in an equivalent position in laboratory of a University or a College/R&D Institution under State/ Central Government.

OR

03 year Diploma in relevant subject with 05 years of experience in laboratory of a University or a College/R&D Institution under State/Central Government

6. Senior Assistant: Pay Level-06

Essential:

Age limit for direct recruitment: 30 Years

1. Graduate or Post-Graduate from a recognized University in any discipline with working knowledge of computers.

Note:

1. The incumbent is expected to work under the supervision of Section Officer or Assistant Registrar/ Assistant Controller of Examinations. He/she should possess an aptitude for drafting/noting in English and office procedure in a computerized environment and is expected to handle one or more functions related to Educational Administration/Examinations/General Administration/Accounts/House Keeping/ Establishment / HR/Legal/ Purchase/Accounts & Finance/Project Management/ Public Relations.

2. The candidates for Direct Recruitment will be assessed on the basis of Scheme of Examination as prescribed by the University from time to time.

3. All direct recruits are expected to work in a computerized environment and required to qualify a skill test in handling computers within one year from their appointment before completion of probation period.

7. Semi Professional Assistant: Pay Level-05

Essential:

Age limit for direct recruitment: 30 Years

1. Graduate in Arts/Science/Commerce or any other discipline OR any other higher qualification.

2. B. Lib. Sc./B.L.I. Sc.

3. Course in computer application at Graduate or PG level or 6 months. Computer course from a recognized/registered institution.

8. Assistant: Pay Level-04

Essential:

Age limit for direct recruitment: 30 years

A Graduate from a recognized University in any discipline with good working knowledge of computers

9. Junior Assistant: Pay Level-02

Essential:

Age limit for direct recruitment: 27 years

1. A Senior Secondary School Certificate (10+2) or its equivalent qualification from a recognized Board / University / Institution.

2. Having a typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi Typewriting through Computers.

10. Laboratory Attendant (Computer) and (Statistics): Pay Level-01

Essential:

Age limit for direct recruitment: 30 years

Should have passed Matriculation (10th) or an equivalent examination with science subjects from recognized board.

Note: Laboratory Attendant shall also perform all duties of MTS in their respective laboratories. The selection will be made on the basis of Scheme of Examination as prescribed by the University from time to time.

Important Note: The incumbent is generally expected to undertake the following duties:- (i) Assisting in opening and closing of the premises. (ii) Manning the entry points/check points/property counter of the laboratory. (iii) Dusting of the equipment, computer accessories, furniture (including shelves, chairs, tables, etc.), books, periodicals documents and other items, and in general keeping the premises clean.

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(iv) Covering and removing the dust covers from the equipment/computer while closing and opening the laboratory/office. (v) Shelving instruments, books, documents, displays etc. and arranging items in designated places. (vi) Assisting in stock verifications, searching equipment, documents etc. (vii) Undertaking Xeroxing work, printing using computers, preparing sets of Xeroxed/printed copies of sets documents for circulation/examination etc. (viii) Preparation of documents (including typing and formatting) using computer. (ix) Assisting in maintaining documents and records (including manuals, attendance sheets, allotments and issue registers, student files, etc.). (x) Participation in examination related duties. (xi) Participating in the movement and handling of equipment and materials as per the instructions, and under supervision of concerned in charge/concerned faculty member. (xii) Assisting in repair and maintenance of equipment (including electronic and electrical items) and civil infrastructure. (xiii) Undergoing in-house/central training for laboratory/office works as per instructions. (xiv) Collection of parcels/equipment/letter from airport, railway stations etc. Delivering of mails, files etc. and movement of files and examination material within and outside the university. (xv) Maintaining the safety and security of the laboratory/office. (xvi) Attending to administrative and financial jobs in respective units, sections (e.g. attending to jobs at Bank/Post office/Departments & Administration, Finance, Dispatch etc.) (xvii) Attending holiday, weekend and shift duties as per instructions. (xviii) All other such jobs and duties as the case may be that are assigned from time to time.

11. Library Attendant: Pay Level-01

Essential:

Age limit for direct recruitment: 30 years

1. Passed 10th or equivalent examination from any State Education Board or Government recognized Institution.
2. Certificate in Library Science/Library & Information Science from a recognized Institution.

Desirable:

Computer as a subject at Secondary level or Basic course in Computers from any Institution.

Note: The incumbent is generally expected to undertake the following duties:- 1. Dusting: books, periodicals (both loose and bound volumes), documents in other media, shelves, chairs, tables, etc. 2. Shelving and Display: books, newspapers, periodicals (both loose and bound volumes) and new arrivals, documents in other media. 3. Assist in Opening / Closing of the Library; 4. Manning the Check Point/ Property Counter; 5. Shelf rectification: Putting, rectifying and shifting of books, periodicals (both loose and bound volumes), and documents in other media, the signage according to classification scheme followed in the library. 6. Arrangement of chairs, tables in respective units, sections and in the reading halls. 7. Assisting users in searching books, periodicals (both loose and bound volumes), and documents in other media and finding /tracing of misplaced books and periodicals (both loose and bound volumes) etc. 8. Library services for users with special needs; 9. Physical preparation of books, bound volumes of periodicals, newspapers, and documents in other media: Depending on the requirements stamping, opening of the packets, pasting, book plate, book label, book pocket, book tag, due date slip and writing on the spine tags. 10. Undertaking Xeroxing work, preparing sets of cyclostyled / Xeroxed copies of sets documents for circulation; 11. Shifting of books and periodicals, and documents in other media from respective sections to the Stacks and other places. 12. Searching out the damaged books and periodicals, mending them and preparing them for binding; 13. Pasting of bar code labels and magnetic strips on books, periodicals etc. 14. Covering and removing the dust covers from the computer while closing and opening the library unit, section respectively. 15. Collection of parcels from Rail, Road and Air etc. 16. Attending to administrative and financial jobs in respective units, sections (e.g. attending to jobs at Bank/Post Office/Departments & Administration, Finance, dispatch, messenger's job etc.) 17. Attending holiday and weekend and shift duties. 18. All other such jobs and duties as the case may be assigned from time to time even in other spheres of functioning of the institution concerned.

GENERAL INSTRUCTIONS TO THE CANDIDATES:

The candidates are advised to ensure the followings points before filling the online application forms:

Note: Last date for submission of application will be 10.03.2023 or two weeks from the date of publication in Employment News whichever is later. Applicants are advised to go on link <https://www.pgdcavcollege.in/nts-recruitment> available on college website for filling up of form.

1. All concerned are requested to check College Website <https://www.pgdcavcollege.in> for any update.
2. Any addendum/ Corrigendum shall be posted on the college website only.

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3. Applicants should possess the prescribed qualification and experience as on the closing date of application, as prescribed by the University/ college from time to time for the respective post. The advertised post carries admissible scale plus admissible allowances. Applicants are required to produce specific certificates as per eligibility conditions.

4. Age Relaxation:

a. The upper age limit prescribed for the advertised post shall be relaxable in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes (Central List), Persons with Benchmark Disabilities, Ex-Serviceman and other specified categories of person in accordance with the orders issued in this behalf from time to time by the Central Government and adopted by the University.

b. The upper age limit shall also be relaxable up to a maximum of five years or the number of years (in completed years) whichever is less provided they have rendered at least three years regular service in same or allied field in organization(s) under Government Departments/ Statutory or Autonomous Bodies/ Universities/ affiliated or constituent colleges under the University/ Public Sector undertakings.

c. The upper age limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates of the University/College(s).

The upper age limit will also be relaxed to the extent of service rendered by them in respect of persons who are already working on contract/daily wages/ad-hoc basis in the University or its College(s) provided they have put in at least one year of service. (The relaxation will be subject to other applicable rules and also production of relevant experience certificate from the University or the concerned College where the applicant has served).

d. The upper age limit for the posts advertised shall be determined as on closing date of advertisement. Documents for seeking age relaxation should be submitted at the time of written examination/interview (if applicable) also even if the same has been submitted earlier.

e. The above provision are summarized in the table given below:

S.N.	Category	Age Relaxation permissible beyond the Upper age limit (prescribed in the section for qualifications)
1.	SC/ST	05 years
2.	OBC(NCL)	03 years
3.	PwBD	10 years
4.	PwBD+OBC(NCL)	13 years
5.	PwBD+SC/ST	15 years
6.	Ex-Servicemen and Commissioned officers including ECO/SSCOs	05 Years
7.	Permanent Employed in Government Departments/ Statutory or Autonomous bodies/Universities/affiliated or constituent colleges under the University/ Public Sector Undertakings.	05 years or the number of years (in completed years) whichever is less provided they rendered at least three years regular service in the Government Departments/ Statutory or Autonomous bodies/universities/ affiliated or constituent colleges under the University/ Public Sector Undertakings.
8.	Departmental candidates of University of Delhi and its colleges	Upper age limit shall not be insisted upon
9.	Persons who are already working on Contract/ daily wages/ad-hoc basis in the University of Delhi or its College(s)	Upper age limit will be relaxed to the extent of service rendered by them in the University of Delhi of its colleges provided they have put in at least one year of service.

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5. There would be a further relaxation of 05% in marks wherever a percentage has been prescribed for the minimum qualifying education degree for the applicants belonging to SC,ST,OBC and PwBD Categories.

However, SC/ST/OBC(NCL)/PwBD candidates who opt to apply for unreserved vacancies will not be eligible for age relaxation or relaxation in cut off marks which are otherwise allowed to those belonging to these categories. Further, reserve category Candidates (SC/ST/OBC(NCL)/PwBD) who become eligible by virtue of age relaxation application in their case, will be considered only for reserved seats of the category to which they belong even if they have the merit to be considered otherwise for UR.

Caste/ Category Certificates

- (i) Candidates applying under any of the reserved category viz. SC/ST/OBC(NCL) will be considered subject to submission of valid Caste certificate on a prescribed format issued by the competent authority. The vacancies are being advertised in financial year 2022-23, therefore, valid NCL-OBC certificate issued during the period from 01.04.2022 to 31.03.2023 will be considered valid. Candidates who have NCL-OBC certificate issued before or after this period (i.e. 01.04.2022 to 31.03.2023), will not be considered valid for this advertisement. Candidates applying under OBC category must produce the valid caste certificate in the form as provided by DoP&T vide O.M. No. 36036/2/2013-Estt. (Res.) dated 30.05.2014 and further clarification issued by DoP&T OM No. 36036/2/2013-Estt(Res-I) dated 31.03.2016. Certificate must be valid for employment in Central Government Institutions. OBC candidate's eligibility will be based on caste borne in the Central List of Govt. of India. Their Sub-caste should also match with the entries in Central List of OBC, failing which their candidature as OBC candidate will not be considered. They will however be treated as UR candidate. The OBC certificate should clearly show that the applicant does not belong to the Creamy Layer. The certificate submitted should be digitally verifiable.
- (ii) The Vacancies advertised under EWS Category are as per the instructions issued by DoPT, Ministry of Personnel, Public Grievances & Pension, Govt. of India, vide OM. No. 36039/1/2019-Estt (Res), dated 31.01.2019. **The vacancies are being advertised in financial year 2022-23, therefore, valid EWS certificate issued during the period from 01.04.2022 to 31.03.2023 will be considered valid. Candidates who have EWS certificate issued before or after this period (i.e. 01.04.2022 to 31.03.2023), will not be considered valid for this advertisement.** Application under EWS category will be considered subject to submission of Income and Assets certificate on a prescribed format issued by the competent authority and subject to verification of 36039/1/2019-Estt (Res), dated 31.01.2019, the crucial date for submitting income and assets certificated by the candidate is the closing date for receipt of application for the post, except in cases where date is fixed otherwise. Therefore, a valid EWS certificate will be the one which has been issued by the competent authority, as prescribed by the GOI/DOPT, on or before the last date of submission of online application. Candidates who fail to produce valid EWS certificate will not be considered for reservation under this category. They will however, be considered for UR category. Therefore, EWS candidate must ensure that they have a valid EWS certificate on or before the last date of submission of application.
- (iii) In case the applicant wants to claim benefits under the PwBD category, the applicant's relevant disability should not be less than 40% proof to this effect in the form of a valid Disability Certificate must be uploaded with the application.
6. Those who are in employment with state/Central Govt./PSU, must submit a "NO OBJECTION CERTIFICATE" from the employer at the time of verification of documents or as asked to upload. Failure to submit/upload NOC by due date will lead to cancellation of candidature.
7. Canvassing in any form will be a disqualification.
8. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the Selection Committee shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.
9. Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Delhi Courts only.

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10. All correspondence from the University including interview letter, if any shall be sent only to the e-mail address provided by the applicant in the application form.
11. The number/category/recruitment mode of posts advertised may increase/decrease/change, and the college reserves the right not to fill up some or all posts advertised, if the circumstances so warrant.
12. The college reserves the right to offer the post at a level lower than that advertised/applied, or on contract/deputation basis, depending upon the qualifications, experience and performance of the candidate, wherever applicable.
13. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the college reserves the right to modify/withdraw/cancel any communication made to the applicant.
14. In anticipation of the huge number of applicants, scrutiny of eligibility criteria etc. may not be undertaken at the time of recruitment examination. Therefore, the applications shall be accepted provisionally. The candidates are advised to go through the requirements of educational qualification, age etc. and satisfy.
15. Applicants must NOT furnish any particulars that are false, tampered or fabricated, or suppress any material/ information while submitting the application and self-certified copies/testimonials.
16. All the posts shall be filled as per the Recruitment Rules 2020(NT) of the University of Delhi. The qualification and other service condition shall be as prescribed by the University of Delhi/U.G.C. from time to time.
17. A separate on-line application form has to be submitted for each post. Candidature may be cancelled if more than one application is submitted for the same post.
18. Applications which do not meet the criteria given this advertisement and/or incomplete applications are liable to summarily rejected.
19. **Payment of Fee**

Fee payable by Candidates	
UR, OBC, EWS	Rs. 500/-
SC, ST, PwBD and Women	Nil

- (i) Application will be treated as complete only if the fee has been transited successfully, else the form will be cancelled.
- (ii) **The fee is non-refundable.**
20. To avoid any kind of inconvenience or last minute rush or unforeseen difficulties, candidates are advised to submit Online Application Form without waiting for the last date. College will not be responsible for network problems or any other problem of this nature in the submission of the online application on the last day.
21. Selection for the above posts shall be based on performance of the candidates in the written test / skill test / practical test, etc.
22. The recruitment of the above mentioned posts will be subject to the approval of the UGC.

Krishna Sharma

Prof. Krishna Sharma

Principal

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